DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Regional Recruiter/Cohort Manager

DEPARTMENT: CCPS

DATE: July 1, 2016

SCHEDULE: Full-time, 12 months, M-F, some evenings and weekends required

REPORTING SUPERVISOR: Director, Recruitment for CCPS

FLSA: Exempt - Professional

IPEDS: 21

JOB FUNCTION:
Recruits and coordinates recruitment in Texas County, Rolla and other areas which may be assigned by the Director of Recruitment, which includes organizing and participating in recruitment related events through community colleges, high schools, employers and other organizations, working with the Directors of Recruitment and Marketing for CCPS to market CCPS offerings through local media and by meeting with organizations and industry representatives. Manages and oversees cohorts as assigned. Uses JRM to recruit and track student inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 55%</td>
<td>Ongoing</td>
<td>Recruits students and coordinates recruitment in the Texas County (including Cabool, Houston, and surrounding communities), and other areas which may be assigned by the Director of Recruitment. This includes organizing and participating in recruitment related events through community colleges, high schools, employers and other organizations, working with the Directors of Recruitment and Marketing for CCPS to market CCPS offerings through local media and by meeting with organizations and industry representatives. Uses JRM to recruit and track student inquiries. Provides information about college programs and policies as well as financial aid programs (e.g. Pell, MSL, and grants), and works with local agencies to assist job-displaced students in obtaining state funding. Assists with accurate completion of registration forms and all other admissions and enrollment-related documentation. Utilizes the Jenzabar and appropriate technology to perform specified tasks.</td>
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<tr>
<td>2. 25%</td>
<td>Ongoing</td>
<td>Recruits and advises students interested in cohort delivery programs. Collects all documents, test results and all other materials required for admission to the university and the cohort and delivers these materials to the appropriate office(s) to process. Oversee all events, orientations, boot camps, and other presentations planned for each cohort. Works with appropriate CCPS offices to provide training for faculty and students in the different modalities used to support each cohort. Prepares email lists of students in each cohort, and instructs students on the policy used to communicate information to those participating in each cohort.</td>
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<tr>
<td>3. 10%</td>
<td>Semester</td>
<td>Schedules cohort classes, enrolls cohort students in classes, and secures texts, materials, and supplies ahead of each class. When necessary, notify cohort students of Business Office and Financial Aid needs each registration period.</td>
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<tr>
<td>4. 5%</td>
<td>Ongoing</td>
<td>Participates in regional and CCPS initiatives, projects, and trainings. Works as a member of the overall team. Stays in close communication with colleagues at</td>
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MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A Master’s degree is required or a Bachelor’s degree and successful progress toward the achievement of a master’s degree within a reasonable period of time, or a combination of a Bachelor’s degree and at least three years experience in higher education.
2. Ability to work effectively with the public.
3. Ability to concentrate and attention to detail are necessary in order to have accurate information on degree requirements and college policies.
4. Ability to set goals, prioritize, and organize tasks and workload in order to complete assignments in a timely manner.
5. Excellent interpersonal communication skills, including courtesy and tact, are required in order to deal effectively with students and faculty.
6. Ability to answer and place telephone calls, and to provide information to prospective and current students.
7. Spelling and grammar skills, normally used in daily correspondence with students and faculty, are necessary to communicate correct information.
8. Ability to present a professional and neat appearance for greeting and working with prospective students and faculty.
9. Ability to solve problems and to think critically and independently for organizing and completing workload.
10. Ability to handle deadlines and stressful situations in a calm, orderly, and accurate manner.
11. Reliable transportation and the ability to travel to Springfield and other locations in the geographical area served by Drury University’s College of Continuing Professional Studies.
12. A valid Missouri Driver’s License and an acceptable driving record.
13. Proficient in the use of Microsoft Office, Jenzabar, and JRM.
14. Ability to work some evenings and weekends.

SUPERVISORY RESPONSIBILITIES:
Oversees faculty who teach for Drury University in cohort programs. Carries out supervisory responsibilities in accordance with the college's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS:
The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to climb or balance and stoop or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. The employee will be expected to travel, periodically, to the main campus in Springfield.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.